

**CLASS TITLE: ASSOCIATE DIRECTOR, DIVISION OF
MANAGEMENT SERVICES (DOT)**

Class Code: 02551000

Pay Grade: 46A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for planning, developing, controlling and coordinating the overall fiscal and management support services for all department divisions; to be responsible for the administration, supervision and direction of the department's Financial Management, Budget, Contract Administration, and Internal & External Audit Sections; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director and Deputy Director with wide latitude for the exercise of independent initiative and judgment; work is subject to review through conferences and submitted reports for conformance to laws, policies, rules and regulations, and department objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of assigned professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to be responsible for planning, developing, controlling and coordinating the overall fiscal and management support services for all department divisions.

To exercise technical and administrative supervision and control over the operation of the department's Financial Management, Budget, Contract Administration, and Internal & External Audit Sections.

To be responsible for the overall supervision of the preparation and review of the departmental budget for central accounting, expenditure control and budgetary reports.

To oversee the annual fiscal close process; the preparation of Fund 12 financial statements; the development of the department's annual indirect cost rate proposal; the monitoring, analysis and assessment of sub recipient audit report findings; and the compilation of corrective action plans in response to financial statement and compliance audit findings

To exercise overall supervision and direction of the billing, payments and reimbursements for all department divisions.

To evaluate management and methods procedures to insure their effectiveness and efficiency in attaining their objectives, and to recommend future plans and budget allocations based on this evaluation.

To make recommendations to the Director and Deputy Director on planning and developing systems for effective administrative and fiscal management including fiscal and staffing requirements.

To serve as Deputy Director, when required, in case of absence or incapacity.

To be responsible for conducting cost analysis surveys of various departmental operations

with recommendations for cost efficiencies.

To maintain an effective financial management information system which will provide an understanding of departmental services and fiscal policies and procedures.

To plan, develop and maintain a regular system of financial management reports.

Within the Department, to be responsible for the overall planning, coordination, supervision and evaluation of the financial impact of the various federal/state or state financed transportation programs.

As required, to assist in personnel administration, labor relations and contract negotiations activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of governmental accounting, budget execution, and control; a thorough knowledge of the principles, practices and procedures of program development and fiscal management in developing complex programs for funding and budgeting; a thorough knowledge of the principles ,practices and techniques involved in operating a financial reporting systems; a working knowledge of the computer hardware and software; a knowledge of computer system networking the ability to plan and direct the execution of fiscal and management and methods studies and the composition of reports thereon; a working knowledge of federal and state auditing practices; a knowledge of federal and state transportation funding legislation; a thorough knowledge of office methods and procedure analysis and the ability to apply such knowledge; a thorough knowledge of the principles and practices of contract administration; the ability to lead, plan, develop, coordinate, and supervise the work of a staff engaged in performing departmental fiscal and administrative tasks; the ability to establish and maintain an effective working relationship with federal, state and local officials, subordinates, superiors, contractors and vendors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's Degree in Public Administration, Accounting, Business Administration, or Finance or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a senior administrative level position involving significant responsibility for the oversight, planning, developing, controlling and coordinating the overall financial management and support services of a large state department or large public sector agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 2, 2014